DOCUMENT RESUME

ED 361 504 CE 064 439

AUTHOR	Richardson, Judith
TITLE	Department of Community/Adult and Continuing Education. Focus on Program Evaluation.
INSTITUTION	Des Moines Public Schools, Iowa.
PUB DATE	Aug 93
NOTE	35p.
PUB TYPE	Reports - Evaluative/Feasibility (142) -- Tests/Evaluation Instruments (160)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Adult Basic Education; Adult Programs; Adults; Children; *Community Education; Continuing Education; Family Programs; Literacy Education; Postsecondary Education; *Program Effectiveness; *Program Implementation
IDENTIFIERS	*Des Moines Public Schools IA

ABSTRACT

An evaluation was made of the programs of the Des Moines Independent Community School District's Department of Community/Adult and Continuing Education. The 1992-93 budget for the department was $1,385,000. Ten full-time staff and 300 part-time staff administer, teach, and support program offerings. The department provides educational, recreational, and cultural programs and activities to children and adults in Des Moines. Four 8-week sessions are offered evenings and weekends during the school year and during the summer. A citizen's advisory council provides input on programs. More than 150,000 participants of all ages benefited from the district's community education offerings and the availability of buildings and grounds for educational and recreational activities in 1992-93. Participation in programs has increased in the last 10 years as colleges and universities have sought satellite space to bring classes to the neighborhood. The department is currently implementing computerized registration, facility usage scheduling, and fee collection. Future plans include development of adult training seminars for nonprofit organizations and the offering of continuing education and personal development programs at a downtown location in cooperation with downtown businesses. In addition, more courses specifically geared to senior citizens, parents, and family literacy will be added. (The document's seven appendixes contain the following: a summer enrollment chart, adult and community and continuing education advisory council by-laws, a table of contents for the instructor's manual, participation summaries, participant evaluation summary, registration exhibits, and a survey instrument designed to assess training needs.) (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

93-190

DEPARTMENT OF COMMUNITY/ADULT AND CONTINUING EDUCATION

ED 361 504

Program Evaluation

August, 1993

Dr. Judith Richardson, Director

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

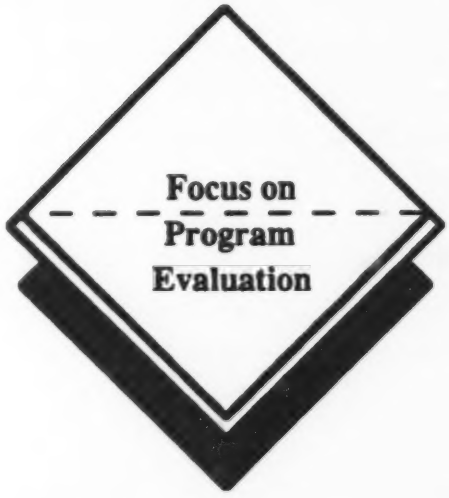
☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

J A Richardson

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."



CF 064 935

Des Moines Independent Community School District
Des Moines, Iowa

BEST COPY AVAILABLE

Community/Adult and Continuing Education
Evaluation Abstract

Context Evaluation

The Des Moines Independent Community School District has served the broader educational needs of the community though the Department of Community and Adult Education since 1874. Programs, courses and activities administered and delivered by the department provided vocational, avocational, recreational and cultural experiences for more than 150,000 citizens of all ages in the 1992-93 school year.

The responsibility for scheduling the use of school buildings and grounds by the community for a wide variety of educational purposes rests primarily with the department's program coordinators. These coordinators work closely with building leadership to ensure that the needs of the elementary and secondary programs are given top priority. The concept that learning is a life-long process is the bond that links community and adult education to the education of children and youth. Services provided to the entire community by the Department of Community/Adult and Continuing Education help create support, confidence and commitment to district goals by citizens of all ages.

Input Evaluation

The budget of Community/Adult and Continuing Education programs and services is based on funding sources independent of the general fund. The Iowa Community Act passed by the legislature in 1978 made provision for districts to levy a tax to fund community education programs. Former legislation identified these funds as playground and recreational funds (The Playground Fund). The levy that is based on the assessed valuation (13.5¢ per thousand x $4,168,609,605 assessed valuation) generates approximately $567,000. The District gives $75,000 of the Community Education Funds to the City of Des Moines Parks and Recreation Department for the operation of recreational programs conducted on school grounds and in parks primarily during the summer. The District allocates $80,000 of the fund to middle schools for building level enrichment classes, middle school track and basketball programs. In 1992-93, $113,865 was applied toward building operations. Additional funds to support community education, adult and continuing education and elementary and secondary enrichment are generated through course fees, facility usage fees, and federal, state and local grants and contributions. The 1992-93 budget for the department was $1,385,000. Ten full-time staff and 300 part-time staff administer, teach and support program offerings. Staff development for part-time instructors is provided by department administration.

Process Evaluation

Community/Adult and Continuing Education provides educational, recreational and cultural programs and activities to children and adults in Des Moines on a year long basis. Four eight week sessions are offered evening and weekends during the regular school year and summer. The responsibility for coordinating all information about summer program offerings was assigned to the department in 1990-91. Enrichment and recreational programs are provided at many school sites during the summer months. Four regional program coordinators are responsible for program administration, development of new program offerings and the evaluation of full and part-time staff. A citizen's advisory council meets with staff monthly to help identify needs, advise on program improvement, and build community support. Staff development for full-time staff is provided with primary emphasis on adoption of a computer registration system.

Product Evaluation

More than 150,000 participants of all ages benefited from the district's community education offerings and the availability of buildings and grounds for educational and recreational activities in 1992-93. Participation in programs has increased in the last ten years as colleges and universities have sought space for satellite programs which bring opportunities to enroll in college and continuing education classes to local neighborhoods. The department supports the district's mission statement by providing enrichment and life-long learning classes to a diverse community of students.

Future Plans Summary

The implementation of computerized registration, facility usage scheduling, and fee collection will continue. Other future plans include development of adult training seminars for non-profit organizations and the offering of continuing education and personal development programs at a downtown location in cooperation with downtown businesses. More courses specifically geared to senior citizens, parent education and family literacy programs will be added to reinforce current efforts by other programs and agencies. Expansion of cultural opportunities for children and youth in music and art will be coordinated with district supervisors and community organizations.

A copy of the complete report is available upon request from the Department of Information Management, Des Moines Independent Community School District, 1800 Grand Avenue, Des Moines, IA 50309-3399. Phone (515) 242-7839. All evaluation reports are submitted to the Educational Resources Information Center (ERIC) and the Education Research Service (ERS).

DEPARTMENT OF COMMUNITY/ADULT AND CONTINUING EDUCATION

DR. RAY ARMSTRONG
ASSOCIATE SUPERINTENDENT OF TEACHING AND LEARNING

DR. JUDITH RICHARDSON, DIRECTOR

COORDINATORS

MR. EDWARD GRANT, WEST AREA
MR. CHARLES KILPATRICK, NORTH/NORTHWEST AREA
MR. JOHN LOGSDON, SOUTH AREA
MR. MICHAEL MCPHERSON, EAST AREA

DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT
DES MOINES, IOWA 50309-3399

AUGUST, 1993

Table of Contents

PROCESS EVALUATION....18

District Goals....18

Responsibility Statements for 1993-94....18
Director of Community Adult and Continuing Education....18
Responsibility Statement....18
Organizational Tasks....18
Organizational Relationships....19
Objectives....19
Coordinators of Community Adult and Continuing Education....19
General Responsibilities For Community Education Area Coordinators....19
Organizational Tasks....20
Organizational Relationships....20
Objectives of Area Coordinators for 1993-94
Northwest Area Coordinator....21
South Area Coordinator....22
East Area Community Coordinator....22
West Side Coordinator....23

Job Descriptions of Certificated and Non-Certificated Personnel and Support Staff....24

Inservice and Staff Development....24
Staff Personal and Professional Development....25

PRODUCT EVALUATION....26

Contributions To The District's Mission....26

Major Strengths....26

Deficiencies....26

Adherence to Policies....27

Volume of Services....27

Quality of Services Provided by Community/Adult and Continuing Education....27

Improvements in Department Services....28

Costs vs. Benefits....28

Unanticipated Outcomes....29

Table of Contents

FUTURE PLANNING.....30

APPENDIX A.....33
Summer Enrollment Chart

APPENDIX B.....35
Adult/Community and Continuing Education Advisory Council By-Laws

APPENDIX C.....40
Table of Contents for the Instructor's Manual

APPENDIX D.....41
Participation Summaries

APPENDIX E.....46
Participant Evaluation Summary

APPENDIX F.....48
Registration Exhibits

APPENDIX G.....51
Power Learning

DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

The Des Moines Independent Community School District will provide a quality educational program to a diverse community of students where all are expected to learn.

DEPARTMENT OF COMMUNITY/ADULT AND CONTINUING EDUCATION MISSION STATEMENT

Our mission is to provide educational, cultural, and recreational opportunities responsive to the needs of the citizens of Des Moines which promote the concept of life-long learning and personal growth for all members of the community.

GUIDELINES

The following guidelines for operation of the department were developed in cooperation with district administration and are in compliance with state law, and board policy. The guidelines are also incorporated in the responsibility statements of department administration and the department mission.

1. Community Education programs shall be administered by the administrative staff of the Des Moines School System. The Department of Community/Adult Education has the responsibility for system wide coordination of programs within and upon school facilities.
2. The Department of Community/Adult Education may cooperate with other agencies for programs within and upon school facilities as well as with agencies and groups in developing programs for the community which may be located on other than school facilities.
3. The Department of Community/Adult Education will be responsible for the accounting of all program fees collected and for the payment of instructional costs in cooperation with the Controller's Office.
4. The Department of Community/Adult Education will continuously review programs and quality of instruction for the purpose of maintaining Department standards.
5. Building staff will be responsible for the process of working with school-community councils and the assessment of needs and interests in specific program areas.
6. The Director of Community/Adult Education will work closely with the Executive Director of Elementary Education and the Executive Director of Secondary Education in the development of programs, supervision of ongoing programs and the evaluation of programs. The Department of Community/Adult Education staff will assist the building personnel when and where possible in the development and establishment of programs to meet expressed needs.
7. All full-time coordinators and staff will be employed by the Personnel Department of the Des Moines Public Schools. Community Education staff members assigned to specific buildings will report to building principals. Building staff personnel will coordinate program efforts on a city wide basis with the Department of Community/Adult Education. Part-time or hourly employees may be employed by the Department of Community/Adult Education.
8. Cooperating agencies extending services to the community and upon school facilities will coordinate such programs through the Department of Community/Adult Education.
9. The Department of Community/Adult Education will be responsible for an annual summary of programs and people served.
10. Physical facilities of the school district shall be made available for Community/Adult Education programs. Requests for rental of school facilities for use by individuals, groups, or agencies for comparable services or programs as provided by the Department of Community/Adult Education shall be reviewed by the Controller's Office with the Department of Community/Adult Education. Questionable or borderline cases will be submitted to the Associate Superintendent for Instruction in writing for a review and decision.
11. Community Education components such as recreational, cultural, social and skill training shall be promoted on a city-wide basis for people of all ages by the Department of Community/Adult Education.

COMMUNITY HOME ECONOMICS OUTREACH PROGRAM

Jan Griffith and Liz Teufel, Full-time Instructors

Betty Trost, Half-time Instructor

Charles Kilpatrick, Community Coordinator

Funded by the Iowa Department of Human Services

The Parent Growth Program offers classroom and individual instruction in the following vocational home economics and subjects: child development, parenthood education, consumer education, health and nutrition, home management, family living and resource management. Funding for the classes is provided through a purchase of service agreement with the Iowa Department of Human Services.

The target populations include families living within the Des Moines School district who are economically, socially, and educationally disadvantaged; individuals with specific needs; and those working with the disadvantaged.

In 1992-93 the Parent Growth classes enrolled 110 parents of preschool children, parents of elementary children, parents whose children are in alternative care, and parents who are mentally disabled. All parents are low income, usually referred from the Polk County Department of Human Services or community agencies. The Day Care Program served 23 children. The program is located at the Des Moines Alternative High School–North Campus, 1801 - 16th Street, Des Moines, Iowa.

NEW IOWA—NON-TRADITIONAL EMPLOYMENT FOR WOMEN

The NEW Iowa Program, funded by Carl Perkins Sex Equity Funds through the Bureau of Technical and Vocational Education of the Iowa State Department, served 17 women and 250 secondary students during the 1992-93 school year. Collaboration with the Homes of Oakridge allowed clients from the ISVP program to share an instructor and facility at the Oakridge site. Presentations to SWS students and students at the Alternative High Schools focused on non-traditional career options. The program was funded for the 1993-94 school year.

TRAVEL PROGRAMS

Ed Grant, Coordinator

The Department of Community/Adult Education sponsors a travelogue program for the public. The Thursday night TRAVEL ADVENTURE program is a paid admission series that is among the top ten in the nation in longevity. Now in its 47th year, it maintains high standards by employing speakers who are on the main travelogue circuit in the United States. Our speakers are on the programs of National Geographic Society in Washington D.C., Philadelphia Geographic Society, and the Chicago Geographic Society. We pay top price for the performers, and we have developed a loyal audience who support the program. Approximately 1,000 season tickets are sold and approximately 4,000 community members attend the TRAVEL ADVENTURE series each year.

A computerized registration system for the program has been implemented resulting in a more efficient purchase of season tickets and an increase in the number purchased and processed for the 93-94 season.

Staff are exploring the feasibility of serving a light supper prior to the performances to make the evening more attractive to those attending the lectures.

Elementary Enrichment Enrollments
Fall 1990 to Summer 1993

	1990-91	1991-92	1992-93
Elementary Enrichment	2307	2331	1102

The decrease in enrollment in elementary enrichment classes could be attributed to the following:

- The elementary enrichment programs are held in the buildings at the invitation of the principals.
- Iowa State Extension reduced the instructors they provide.
- Several buildings added after school day care which utilizes gyms and classrooms.
- Buildings have added other activities after school that use space and space is no longer available for enrichment classes.

Table 1

SUMMER SCHOOL PROGRAMS

Area coordinators work with the Department of Elementary Education and elementary building principals to coordinate elementary classes each summer. The department is responsible for registration and teacher contracts. Principals select teachers and meet as a group to make program and scheduling decisions.

Information regarding elementary offerings, as well as adult education offerings, secondary offerings, and special programs are published as part of a summer activity guide by the department which is given to every elementary student. Additional copies of the guide are provided to the middle schools and high schools and are distributed community wide through the *Des Moines Register*.

Summer enrollment figures for 1993 are included in Appendix A. Table 2, *below*, indicates enrollment in summer programming from the 1990-91 school year to the 1992-93 school year.

Some new summer programs were initiated since the last CIPP report.

The Iowa Shakespeare Conservatory and the Iowa Shakespeare Festival which began in 1991 was the result of city, state, and local community cooperation. The Summer Strings and Honors Band Camp involved the collaborate efforts of the Music Department, Community Education Department, and the Talented and Gifted Program. The events have been highly successful and will be expanded to include an integrated fine arts summer camp in 1993-94.

Elementary Summer School Enrollment
Fall 1990 to Summer 1993

	1990-91	1991-92	1992-93
Elementary Summer School	432	1253	1270

The increase in summer school enrollment could be attributed to decrease in fees and increase in demand for summer opportunities for children.

Table 2

Journeymen and Apprenticeship Program

Two local labor unions participate with the Department of Community/Adult and Continuing Education in Journeymen and Apprenticeship training programs. These programs are co-sponsored with the Asbestos Workers Local #74, and the Plumbers and Steamfitters Local #33. Training for these programs is conducted at either Central Campus or at their training centers.

In the past, the apprenticeship programs, as well as the local Association for Builders and Contractors (ABC, non-union contractors) training, have been partially reimbursed by federal vocational funds received by this department. During the 1991-92 school year, this source of funding became unavailable. These two programs have continued to operate although the district has no funds to assist them.

Journeymen and Apprenticeship Program Enrollment
1990-91 to 1992-93

	1990-91	1991-92	1992-93
Trade & Industry	273	148	134
Journeymen Apprenticeship	1,172	863	82

NOTE: The reduction in Journeymen Apprenticeship offerings is a result of the loss of funding for Adult Vocational programs and the shift in emphasis from post-secondary to secondary at state and federal levels.

Table 3

COMMUNITY USE OF FACILITIES

The following educational and recreational providers utilized school facilities during the 1992-93 school year in one geographic area. This is the list of the groups and locations that used the South Geographic Schools of the Des Moines School District. The other three geographical areas have a similar community usage.

Brody Middle School
- Amy Peel Dance Avenue
- South Des Moines Girls Softball
- Des Moines Junior Volleyball
- Citywide Prayer Meeting
- South Des Moines Little League
- State Marching Band Contest
- State Legislative Meeting
- Annual Boy Scout Banquet

Central Campus
- City PTA Council
- Iowa Methodist Hospital Day Care
- Mac Tools
- Asbestos Worker Local #74
- Insurance Company Basketball League
- NEW Iowa Program
- Odyssey of the Mind
- Heartland Area Education Agency
- Gifted/Talented Mock Trial
- Masters Swim
- Two Rivers Dive Center
- Tech High Alumni
- West Side Pentecostal Church
- East Des Moines Swim Club
- City of Des Moines Licensing Exams
- City of Des Moines, ICBD Certification
- Iowa Community Education Directors
- Piper, Jaffray, Hopwood Basketball
- Link Associates Basketball
- Des Moines Police Diving Team
- Brads Collision Center
- UNI Off Campus Credit Classes
- Men's Basketball, 6 groups
- Iowa State University Extension
- Kmart Basketball
- Scout Pack and Troop 185
- Amoco Customer Service Center
- Iowa State Employees Volleyball Association
- Put It In Writing
- Invention Convention
- Corinthian Baptist Church
- Soccer West Iowa United
- West Des Moines and BRUSA Soccer
- Northwest Soccer

Edmunds Academy of Fine Arts
- Gateway Dance
- Police Athletic League
- Sidewalk Sunday School
- YMCA/Homes of Oakridge Soccer
- City of Des Moines Park and Recreation

Granger Elementary School
- Webelos Scout Pack 22
- Boys Scouts
- Des Moines Public Housing Authority Meeting
- Brownie Scout
- Cub Scout Pack 22, Dens 1, 2 & 3
- YMCA/YBA

Howe Elementary School
- St. Anthony School Basketball
- Girl Scout Troop 921
- Girl Scout Troop 583
- Salvation Army Basketball
- YMCA/YBA

Jackson Elementary School
- Campfire
- Girl Scouts
- Cub Scouts, Pack 28 Meetings
- Cub Scouts Den 42
- YMCA/YBA

Kurtz Community Education Center
- South Suburban YMCA Flag Football, 3 groups
- South Suburban YMCA/YBA, 4 groups
- Campfire Kickoff
- South Suburban YMCA Bench Press, 3 groups
- Boy Scout recruitment night
- Des Moines Baptist Church
- Mitchell School Winter Musical
- Studebaker School Winter Musical
- Watrous School Winter Musical
- St. Anthonys Winter Musical
- District Child Care Meeting
- South Suburban YMCA Recognition Night
- South Suburban Spring Vacation Camp
- South Des Moines Little League
- Studebaker School Spring Musical
- St. Anthonys School Spring Musical
- Mitchell School Spring Musical
- Summer Theater Project

Lincoln High School
- Dance Recital
- SCUBA Lifesaving Course
- Drake University
- Eric Heintz, Tae Kwon Do Exhibition
- Boys Scout Troop 22
- South Suburban YMCA

College Satellite Campuses

Lincoln High School
Des Moines Area Community College

The Department of Community/Adult and Continuing Education continued to cooperate with Des Moines Area Community College in offering college credit classes as part of the Lincoln High evening school program. During the fall, 1992 term, five college credit classes were offered on Wednesday evenings. Again in January, 1993, three evening college credit classes were available. Enrollment totaled 100 for fall and 45 for spring semesters. Plans are for this cooperative effort to continue, with five classes scheduled for the 1993 fall session.

Hoover High School
Des Moines Area Community College

College credit courses are being offered through Des Moines Area Community College at Hoover High School. Some of the courses offered are Financial Accounting, Psychology, Speech Communications, Sociology, Political Science, and English.

North High School
Des Moines Area Community College

Courses are offered in Adult Basic Education (ABE) and General Education Development (GED) through Des Moines Area Community College.

Roosevelt High School
Upper Iowa University

The Roosevelt High School evening adult education center has traditionally been the largest in Des Moines, in numbers of enrollees. This tradition was altered 2 years ago because of a cooperative effort between Upper Iowa University and the Community/Adult Education Department. Upper Iowa offers the bulk of its classes on Monday and Wednesday nights. In fact, the program was so popular, with over 600 students, that the Adult Education nights had to be switched from Monday-Thursday to Tuesday-Thursday. The change was necessary to accommodate parking space. Upper Iowa has expanded its offerings for this past year. This cooperative effort has been very favorable to the programs at both Upper Iowa and Roosevelt High School. The combined programs of Upper Iowa and the Adult Education Program means more than 400 students attend classes each night, Monday through Thursday throughout the school year.

Compressed/Interactive Video Classes

During the 1992-93 year, both Drake University and Iowa State University used district facilities as remote locations for credit classes.

Drake used the Metro Fiber Optic Network to connect Lincoln High School and Urbandale High School for two classes offered from the Drake Studio Theater for their spring, 1993 Term.

Iowa State University Extension used Central Campus as the remote location for compressed video courses during the fall, 1992 and spring, 1993 terms.

Five classes were held during the fall session and eight classes were offered with seven classes operating during the Spring term.

Schedule A

Des Moines Independent Community School District

Community/Adult Education Program
Expenditure Budget
Fiscal Year 1993-1994
In Dollars

Program Classification	Full-Time Pos.	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Expenses	Total
Program Administration	9	299,300	86,797	53,300	23,000	5,000	1,000	468,397
Community/Adult Education	-0-	246,170	18,465	45,200	22,500	17,000	-0-	349,335
Communications & Publications	1.5	28,000	8,120	5,000	4,210	4,200	500	50,030
Film Lecture Series	-0-	4,500	-0-	14,850	800	-0-	3,500	23,650
Middle School Basketball Pgms	-0-	1,900	145	7,955	-0-	-0-	-0-	10,000
Business Clerical Training	1.0	22,400	5,600	4,730	1,000	1,000	-0-	34,730
Certified Seminars	-0-	13,400	-0-	1,600	7,000	2,400	1,600	26,000
Parent Growth Program	2.5	85,722	19,346	38,525	3,900	1,000	3,000	151,493
Summer Music	-0-	2,000	-0-	-0-	500	-0-	-0-	2,500
Building Operation	-0-	80,000	-0-	33,865	-0-	-0-	-0-	113,865
Totals	14.0	783,392	138,473	205,025	62,910	30,600	9,600	1,230,000

Community Advisory Council

The Community Advisory Council composed of individuals from community education agencies, businesses, industry, city, county and state government, parents, district building and central office leadership, and senior citizens represents the total community. The council meets monthly to assist department staff in focusing on community problems, interests and needs. Building principals were added to this group for the 1990-91 school year.

In 91-92 the council recommended to the school board that fees be increased for classes and programs. At the board's approval class fees were increased on the average of 25% depending on the class and cost for instructors. These increases put the district in the middle range for fees as compared to those charged by surrounding districts. The registration fees was also increased from $2 to $3 as the Council recommended.

During the 92-93 school year the Council developed and approved by-laws, elected officers and worked to develop major areas for council activities in the 93-94 school year. These include: more emphasis on marketing, attention to classes and programs for senior citizens, and multi-cultural awareness classes for all high schools. Appendix B contains a copy of the by-laws.

Community Resources

Many activities coordinated by Community/Adult and Continuing Education are jointly sponsored activities. City Parks and Recreation, The Public Library, City Community Centers, and other non-profit organizations collaborate and contribute to the programs and activities that are offered in the schools. The coordination of these shared programs and events results in numerous education opportunities for citizens of all ages in their neighborhood school. Activities are also scheduled in libraries and other facilities, such as retirement centers or churches, which are easily accessible to families and seniors.

SPACE ALLOCATIONS

The scheduling of space that becomes available when regular school activities are over is a complex task that requires constant communication between program coordinators, building principals and facilities and ground maintenance staff. At all times regular school programs take precedence over community and adult education activities. Building principals have first and primary access to all space. The cooperative relationship among all district personnel enables extensive and well coordinated use of school facilities day and night.

OTHER RESOURCES

Carl Perkins federal funds, Department of Human Services funds, Polk County Social Services Funds, Central Iowa Training and Employment Consortium funds, State Department of Education Sex Equity Funds are included in budget revenue for support of programs for the 92-93 school year. Referrals to adult education programs such as the Clerical Training Center and Parent Growth Program come from the Department of Human Services, YWCA, Fort Des Moines Correction Center and Job Service of Iowa. The collaboration of services and training provide a network of options for single parents, displaced homemakers and parents receiving welfare or other government subsidies to support their families.

BEST COPY AVAILABLE

Organizational Relationships

The Director of Community/Adult and Continuing Education reports to the Associate Superintendent for Teaching and Learning. Members of the Community Education staff work closely with building level administration to provide program support and enrichment opportunities to parents, children and members of neighborhood school communities. The Director communicates and consults on a regular basis with the Executive Directors of Elementary/Early Childhood Programs and Middle/High School Programs. The Director supervises professional, certificated staff and secretarial staff and acts as liaison with the citizen advisory groups and building principals to determine the needs for adult and continuing education.

Objectives

WEIGHT (%)	OBJECTIVE
50%	1. Work with the four professional certificated staff and support staff in planning, implementation and evaluation of all programs.
20%	2. Direct and supervise all public relations, advisory council, publication and marketing activities to improve the internal (within the district) and external image of Community/Adult and Continuing Education programs and increase awareness of the program offerings.
10%	3. Work with a network of community agencies to provide improved and collaborative Community Education services, programs and classes.
10%	4. Identify and obtain alternative funding sources to implement new programs.
10%	5. Continue to implement the record keeping, course registration and accounting of fees by computer management to improve information data bases of clients, courses, use of facilities and provide continuous balance of income and expenditures.

1993-94 Responsibility Statements
Coordinators of Community Adult and Continuing Education

General Responsibilities For Community Education Area Coordinators

The responsibility of the Coordinator of Community/Adult and Continuing Education of the Des Moines Public Schools is to support and maintain the mission of the department while affording the necessary leadership, management and technical advice to operate an effective and efficient organization. The Coordinator carries out the mission of the department which is to provide educational, cultural, recreational and vocational opportunities responsive to the needs of the citizens of Des Moines which promote the concept of life-long learning and personal growth for all members of the community.

1993-94 OBJECTIVES OF AREA COORDINATORS:

Northwest Area Coordinator

WEIGHT (%)	OBJECTIVE
60%	Meet the Area Community Education Coordinator responsibilities to: A. Coordinate Adult Education classes including Home and Family Life, Food and Nutrition, Foreign Languages, Sewing and Needlecraft, Hobby and Crafts, Recreation and Games, Health, Special Interests, and Swim. B. Organize facility usage for 11 elementary and secondary schools for after hours. C. Establish after school enrichment classes and elementary summer school.
10%	Coordinate the Association of Builders and Contractors apprenticeship program at Central Campus and the elevator operators union at North High. Responsibilities include curriculum, attendance and audio-visual responsibilities.
10%	Supervise and write federal grants for the 2.5 full-time, certified Home Economic instructors involved with over 150 parents in a parent growth program for family support and education to reduce child abuse.
10%	Offer continuing education units to professional insurance agents, real estate salespersons, and medical secretaries.
5%	Develop and coordinate middle school athletic programs such as volleyball, basketball, wrestling and swimming.
5%	Responsible for computer/clerical training for companies, organizations and low income groups.

West Side Coordinator

WEIGHT (%)	OBJECTIVE
70%	Meet the Area Community Education Coordinator responsibilities to: A. Coordinate Adult Education classes including Home and Family Life, Food and Nutrition, Foreign Languages, Sewing and Needlecraft, Hobby and Crafts, Recreation and Games, Health, Special Interests, and Swim. B. Organize facility usage for 13 elementary and secondary schools for after hours. C. Establish after school enrichment classes and elementary summer school.
10%	Coordinate the use of Roosevelt High School and Cowles Community Education Center by Upper Iowa University, Iowa State University and DMACC in order to: A. Benefit all students by adding new equipment to the facilities. B. Maximize efficient use of facilities by school and community. C. Make college-level courses available to the urban neighborhoods.
10%	Coordinate the Adult Education Travel Adventure Series by: A. Procuring and confirming speaker appearances for dates established. B. Coordinating workers for film presentations. C. Promoting and presenting speakers and films.
10%	Plan an inservice for Adult Education foreign language teachers for the purpose of: A. Establishing strategies for each level of language taught. B. Sharing effective teaching techniques.

Inservice For Teachers

A regular fall inservice for part-time instructors began in 1992. The instructors manual is updated and registration procedures reviewed. The fall 93 in-service will review the registration process to improve the fee collection process. The inservice is conducted by department staff.

Manual For Instructors and Principals. An instructor's manual for principals and teachers including updated registration, operational procedures, and information about teaching the adult learner was completed in 1992. The table of contents of the Instructor's Manual is in Appendix C. The complete manual is available in the department's office.

Inservice For Coordinators and Office Staff. Converting the present department operations and record keeping procedures to computer assisted processes have required staff-development for all full-time staff. It is estimated that it will take another year to add the facilities management component to the process.

STAFF PERSONAL AND PROFESSIONAL DEVELOPMENT

The Director attended two Gender Equity conferences in 92-93 and serves on the committee to develop a staff develop program on gender equity issues. She worked with other members of the committee to design the Framework For Effective Administration which was presented to district administrators in the spring of 1993. She also worked extensively with Drake University during the 92-93 school year in the development and teaching of two graduate courses in adult education. She was elected to the board of the Iowa Community Education Association and attended that organizations fall conference. She was also elected to the Board of the Child Abuse Prevention Council in the Fall of 1992 and was accepted to participate in the Greater Des Moines Leadership Planning Institute in 93-94.

Program Coordinators attended the State Community Education Association Conference, the district's Effective Schools and Effective Administration training programs, and state and local coordinators and directors meetings, Iowa Community Education Association meetings, and the coordinator for Travel Adventure Series attended the annual International Travel-Adventure Film Guild Conference. Two coordinators have taken graduate courses in the summer.

Clerical staff attended a speech and communications college class and received on-site computer training.

Impact of Technology On Program Operation

New technology has reduced to about 50% the amount of registration, bookkeeping, facilities management and fee collection that is documented and managed on paper. It is a goal of the department to move these processes into a computer managed system. This will result in more efficient operation of the program, provide for more accessible accountability and cost analysis and provide marketing demographics for the development of new courses and the elimination of those that are no longer cost effective.

Once the computerized management system is in place, analysis of the resulting data will enable program developers to make decisions to identify more cost effective offerings. Computerization will reduce the time adult education instructors take to register students and collect fees. The community feels that the first night of class registration should continue to be a service by the department. This will require that the registration system be networked to a terminal at each high school. Examples of improvement in program efficiency including the new registration and record keeping procedures are found in the Product Evaluation Section of this report.

ADHERENCE TO POLICIES

District Policies Regarding Community/Adult and Continuing Education are identified in the Context Evaluation Section of the previous CIPP report. The guidelines for the department which are published in the division's annual report are included in *Policies, Procedures and Standards* of the *Context Evaluation Section*. Department staff are diligent in adhering to these policies and guidelines.

VOLUME OF SERVICES PROVIDED BY COMMUNITY/ADULT AND CONTINUING EDUCATION

Appendix D includes the 1992-93 summary forms indicating the number of patrons participating in Community/Adult and Continuing Education programs and utilizing school facilities.

QUALITY OF SERVICES PROVIDED BY COMMUNITY/ADULT AND CONTINUING EDUCATION

In fall, 1991, the department implemented a participant evaluation process. Instructors distributed evaluation forms to students attending all adult and continuing education classes. A detailed summary of these results from 398 forms collected at random from the five high school attendance centers is included along with a copy of the form in Appendix E.

Demographic data collected indicates that 48% of the participants surveyed were between the age of 36 and 55; and 44% reported an income between $20,000 and $40,000. More than 70% of those responding indicated having attended post-secondary education while 54% indicated they were college graduates. More than half of those surveyed had taken adult education classes with the Des Moines School District. Nearly 24% gave *word of mouth* as the way they learned about the class.

Table 4, *below*, depicts the weighted ratings by participants on class content and instructor skills. The scale used was 5=strongly agree, 4=agree, 3=somewhat agree, 2=disagree, and 1=strongly disagree.

Participants Ratings of Course Content and Instructors' Skills

Class Content		Instructor's Skills	
Question	**Rating**	**Question**	**Rating**
		Did the Instructor:	
Were your learning needs met?	4.49	have a good mastery of the subject?	4.82
		treat each student as an equal with respect and dignity	4.84
Did the course meet your expectations	4.17	Make goals and objectives clear at the beginning?	4.67
		Come to class prepared and organized?	4.73
Would you recommend this class to a friend?	4.61	Show an interest in the progress of all students	4.78

Table 4

Credit Card Service

The number of patrons using credit cards for class enrollment has continued to increase. This option was offered to parents enrolling in summer enrichment classes for the first time this summer. The department is monitoring the use of credit cards by patrons. In 1992-93 approximately $37,000 was processed through MasterCard® or VISA®.

Shared Equipment Costs

Use of facilities for co-sponsored events and community use of gymnasiums generate facility usage fees which are applied to administrative costs, custodial costs, equipment repair, and equipment replacement costs at school buildings housing adult education classes or activities. Upper Iowa University shared the costs of a computer laboratory for Roosevelt High School. This lab is used by Roosevelt students, Upper Iowa University, and Adult Education Department classes.

Space Available To Many Groups

Providing space for educational programs and activities is cost effective from the point of view of the taxpayer as it makes maximum use of school facilities. Providing courses and classes at the neighborhood school is convenient and comfortable for parents, adults and children.

Grant Applications For Program Support and Expansion

A Sex Equity Grant to encourage women and minorities to consider non-traditional careers in the skilled trades was funded by the Department of Education for the second time in 1992-93. The Iowa Arts Council provided funds for a joint department and community program at Edmunds.

UNANTICIPATED OUTCOMES

The increase in the number of participants in program offerings and building use continues to increase demands on building maintenance and management staff. Strategies need to be developed to bring additional resources to bear in these areas. There is growing demand from the community for the use of school facilities on weekends. At the present time, overtime custodial costs make the use of schools on Sunday too expensive for many community groups. Neighboring districts make extended use of buildings on Sunday. The district needs to develop strategies for making school facilities open on weekends for community use.

CONTINUED EXPANSION OF ENRICHMENT AND CULTURAL OPPORTUNITIES FOR CHILDREN AND ADULTS

Community/Adult and Continuing Education, along with community agencies and city cultural and educational centers will continue to collaborate to bring more cultural enrichment opportunities to the community. Several performing groups have agreed to perform at Central Campus during the 93-94 school year to raise funds to renovate the lights and sound system in the Central Campus auditorium. This facility, which is the largest school auditorium in the school district, has excellent acoustics and a more than adequate stage area. Renovation of the lights and sound system would make the auditorium a viable performing space for local musical and performing groups who wish to provide low cost entertainment for children and adults. The department plans to expand the summer music camps in 1993-94 and develop an integrated art experience as suggested by the Local Arts Comprehensive Educational Strategies (LACES) community advisory group for summer school next year.

ADULT AND COMMUNITY EDUCATION PROGRAMMING FOR SCHOOL-BASED COUNCILS AND NEIGHBORHOOD GROUPS

Parents and students at Lincoln High School have requested assistance from Adult and Community Education in the development of classes and seminars to help community members understand and appreciate cultural diversity. Members of the Community/Adult Education Advisory Council have indicated they see this as a high community priority. Other site-based councils will be encouraged to seek assistance from the department to help facilitate the development of life-long learning opportunities for these parents and neighborhoods.

COLLABORATION WITH CITY GOVERNMENT AND SERVICES

Community Education is a common goal of public schools and city government. Working together, staff from Community Education and city agencies can make the most of community resources and combine efforts to address problems in Des Moines that impact the schools. The Community Education Catalog includes information regarding city services, community center offerings, public library programs, community playhouse, zoo information and offerings, and adult and continuing education offerings. These agencies contribute to the cost of printing and distribution of the catalog.

APPENDIXES

APPENDIX A

Summer Enrollment Chart

ADULT EDUCATION CLASSES			
Casady School			68
Central Campus		18	25
Children's Habilitation Center (Johnston)			22
Cowles School		19	89
East High School		71	115
East Side Library		30	22
Franklin Library		7	7
Hoover High School		575	260
Ice Arena			74
Jackson Elementary School		42	
Jefferson Elementary School		97	
Kurtz Community Center			6
Lincoln High School		265	674
North High School		164	135
Roosevelt High School		191	214
Southside Library		17	23
Windsor Heights Methodist Church		43	41
Woodlawn Elementary School		19	
Group Total		**1558**	**1775**
HIGH SCHOOLS			
East High School	372	360	252
Hoover High School	220	252	186
Lincoln High School	364	394	323
Roosevelt High School	192	131	120
Group Total	**1148**	**1137**	**881**
MIDDLE SCHOOLS			
Brody Middle School	118	192	155
Harding Middle School	168	239	159
Group Total	**286**	**431**	**314**
ELEMENTARY SCHOOLS			
Adams		71	68
Cowles		26	23
Douglas	46	67	88
Findley	62	71	71
Greenwood	74	67	54
Hubbell	42	163	164
Jackson		72	85
Jefferson	108	72	164
King		455	212
Mann		26	7
McCombs			22
Mitchell			62
Monroe–Cassady		32	68
Perkins		30	30
Willard			10
Woodlawn	100	101	142
Group Total	**432**	**1253**	**1270**

APPENDIX B

Community/Adult Education Advisory Council

By-Laws
Department of Community / Adult and Continuing Education
Des Moines Independent School District

Advisory Council
By-laws

ARTICLE I: NAME OF ORGANIZATION

The name of this body shall be: Community/Adult and Continuing Education Advisory Council, of the Des Moines Independent School District, Des Moines Iowa, hereafter referred to as the Council.

ARTICLE II: PURPOSES

Section A. The Council provides direction toward the development of educational, cultural and recreational programs which promote the concept of life long learning and personal growth for all members of the community.

Section B. The Council is a problem solving community base group, which networks with other community groups, and promotes programs in the Des Moines Community.

Section C. The Council assists the direction of Community/Adult and Continuing Education in the setting of goals and objectives based on:

1) The Des Moines Schools mission statement.
2) The Community/Adult and Education mission statement.

ARTICLE III: OBJECTIVES

Section A. The Council endeavors to:

1. Identify specific community educational needs, propose possible remedies, and pursue solutions to develop specific initiatives, fund raising actives and collaborative strategies to meet these needs.

2. Develop and promote the necessary network, with other community education groups, agencies and individuals to bring about the resources, services and efforts to advance the continuing educational, cultural, and recreational needs of the community.

Section B. The Council shall have not less than 15 and no more than twenty five members. Members shall be selected in May for a period of three years. Terms should be staggered so that one-third of the membership changes each year.

Section C. The Council shall have the following staff members:

1) Members of the community.
2) The Director of Community/Adult and Continuing Education.
3) Community/Adult and Continuing Education Coordinators.
4) A Senior High Principal, Middle School Principal and Elementary School Principal.

Section D. Vacancies that occur shall be filled with persons appointed by the Co-Chairpersons, in consultation with the Director of Community/Adult and Continuing Education. These members shall serve only the unexpired term of the individual they replace.

ARTICLE VI: OFFICERS

Section A. The officers of the Council shall be two Co-Chairpersons, and Secretary/Treasurer, elected by the Council membership at the May meeting.

1. Election of officers shall be done by ballots.
2. The term of office of these officers shall be one year, and they may succeed themselves in office.

Section B. The Co-Chairpersons shall:

1. Conduct all meetings of the Council.
2. Prepare the agenda.
3. Be responsible for assuring participation of all members in council deliberations and decision making.

Section C. The Secretary/Treasurer shall:

1. Keep an accurate record of all council correspondence, minutes, and other communications.
2. Provide a copy of previous meeting's minutes and the forthcoming agenda to all members. Provide a copy of the minutes and agenda to the school superintendent.
3. Provide advance notification to all council members of the time and place of regular and special meetings.
4. Perform such other duties as the Co-Chairpersons or Council may direct, consistent with that office.

ARTICLE IX: ADDITIONS AND AMENDMENTS

Section A. Proposals to amend these By-Laws may be presented in written form to the Council by any member thereof.

1. A proposed change or amendment to the By-Laws shall be introduced in writing to all members of the Council. Members not attending the meeting, will be sent a copy of the change or amendment so that they may consider the proposal.
2. These By-Laws may be amended by a two-thirds vote of the Council present, providing notice of proposed amendment was given at the previous meeting.

Date of Ratification: September 24, 1992

Date of Last Amendment:

Certificates/Credit 17
Figure *Evaluation Form* 18
Emergencies 19
Emergency Numbers 19
Notes 20

SECTION THREE - TEACHING TIPS

A Why Adults Take Classes 21
B Types of Adult Learners 21
C Characteristics of Adult Learners 22
D Preparing/Organizing Materials 23
E Perceptual Learning Styles 25
F Making a Good First Impression 26
G Speaking and Listening Tips 27
H Encouragement and Support 28
I Handling Problems 28
J Helpful Hints 29
Notes 30

BEST COPY AVAILABLE

Dr. Judith Richardson, Director

Des Moines Public Schools
Community and Adult Education
Participation Summary
Fiscal Year
1991-1992
Class Enrollments
and Facility Usage

GEOGRAPHIC AREAS	EAST AREA	SOUTH AREA (incl Cent. Cmps)		WEST AREA	NORTHWEST AREA	TOTAL
PROGRAMS/CLASSES/SEMINARS	Michael McPherson	John Logsdon South	John Logsdon Cent. Cmps	Ed Grant	Chuck Kilpatrick	
Art	53	55	n/a	134	53	295
Business/Office Skills	38	45	n/a	50	230	363
Computers	29	43	265	155	228	720
Dancing	547	158	n/a	579	308	1,592
Do It Yourself	103	26	74	29	136	368
Family/Personal Development	37	101	n/a	107	n/a	245
Finance & Investments	n/a	n/a	n/a	80	64	144
Foods/Nutrition	185	35	n/a	144	36	400
Foreign Languages/Contract	58	121	58	223	42	502
Health	622	224	20	562	85	1,513
Hobby/Craft	48	46	n/a	75	91	260
Music	n/a	n/a	n/a	75	41	116
Needlecraft/Sewing	26	n/a	n/a	197	n/a	223
Special Interests	65	75	15	166	48	369
Sports/Games	197	157	11	257	145	770
Swimming - Other	174	578	6	100	531	1,389
Swim, Competitive	240	117	n/a	175	577	1,109
Swim, Sat Morn	151	237	n/a	83	179	650
Trade & Industry	n/a	n/a	133	n/a	15	148
Journeymen/Apprenticeship	n/a	n/a	829	n/a	34	863
Enrichment Classes, Elem/Sec	1,182	299	n/a	804	46	2,331
Adult Driver Education	n/a	n/a	31	n/a	n/a	31
Basketball, Gr 7/8	28	n/a	645	452	260	1,385
Armory Clerical Training	n/a	n/a	n/a	n/a	104	104
Volleyball Programs	397	n/a	n/a	n/a	1,855	2,252
Volleyball Tournaments	118	n/a	n/a	n/a	905	1,023
Basketball Tournaments/Sports Clinics	197	n/a	206	n/a	n/a	403
Human Services-PGP program	n/a	n/a	n/a	n/a	154	154
CEU's Real Estate	n/a	n/a	n/a	n/a	38	38
Insurance (Prop & Cas)	n/a	74	n/a	n/a	n/a	74
Insurance (Life,Health,Acc)	n/a	144	n/a	n/a	n/a	144
Summer School	138	309	n/a	475	172	1,094
Summer Camps-BB,VB,FB	n/a	n/a	n/a	207	180	387
Sunday Art Center	n/a	n/a	78	n/a	n/a	78
TOTAL PROGRAMS & CLASSES	4,693	2,844	2,531	5,129	7,023	21,620
TOTAL USAGE	34,560	25,767	9,158	51,325	30,050	150,860
GRAND TOTAL OF PROGRAMS/CLASSES & FACILITY USAGE	39,253	28,611	11,689	56,454	37,073	172,480

BEST COPY AVAILABLE

Des Moines Public Schools
Community and Adult Education

Dr. Judith Richardson, Director

Participation Summary

Winter Term
January 18, 1993 to March 12, 1993
Class Enrollments
Facility Usage, November 14, 1992 to March 28, 1993

Area Coordinators
Chuck Kilpatrick, North/NW Area
John Logsdon, South Area
Mike McPherson, East Area
Ed Grant, West Area

GEOGRAPHIC AREAS	EAST AREA	SOUTH AREA (Incl Cent. Cmps)		WEST AREA	NORTH/N.W. AREA	TOTAL
PROGRAMS/CLASSES/SEMINARS	Michael McPherson	John Logsdon		Ed Grant	Chuck Kilpatrick	
		South	Cent. Cmps			
Art	0	10	0	35	35	80
Business/Office Skills	10	0	0	18	67	95
Computers	21	32	67	30	66	218
Dancing	196	82	0	218	118	614
Do It Yourself	3	0	69	5	51	128
Family/Personal Development	0	5	0	32	0	37
Finance & Investments	0	0	0	9	12	21
Foods/Nutrition	22	0	0	48	6	76
Foreign Languages	0	39	15	132	23	209
Health	123	55	0	128	34	340
Hobby/Craft	11	17	0	18	16	62
Music	0	0	0	6	66	72
Needlecraft/Sewing	7	0	0	66	0	73
Special Interests	0	28	5	63	25	121
Sports/Games	0	34	0	56	21	111
Swimming - Other	40	152	23	35	27	277
Swim, Competitive	59	31	0	38	121	249
Swim, Sat. Mom	28	69	0	28	42	167
Trade & Industry	0	0	35	0	10	45
Journeymen/Apprenticeship	0	0	31	0	20	51
Enrichment Classes, Elem/Sec	113	125	0	116	18	372
Adult Driver Education	5	0	0	0	0	5
Youth Basketball	115	0	0	120	455	690
Armory Clerical Training	0	0	0	0	34	34
Volleyball Programs	85	0	215	0	410	710
Volleyball Tournaments	0	0	0	0	710	710
Basketball Tournaments/Sports Clinics	177	0	0	226	200	603
Human Services-PGP program	0	0	0	0	27	27
CEU's Real Estate	0	0	0	0	0	0
Insurance (Prop. & Cas)	0	25	0	0	0	25
Insurance (Life,Health,Acc)	0	0	0	0	0	0
Summer School	0	0	0	0	0	0
Summer Camps-BB,VB,FB	0	0	0	0	0	0
Power Lunch Hour						
TOTAL PROGRAMS & CLASSES	1,017	704	462	1,427	2,614	6,222
FACILITY USAGE						
[illegible]	[illegible]	6,928	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	1,397	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	[illegible]
TOTAL FACILITY USAGE	[illegible]	7,925	[illegible]	[illegible]	[illegible]	[illegible]
GRAND TOTAL OF PROGRAMS/CLASSES & FACILITY USAGE	[illegible]	8,629	[illegible]	[illegible]	7,949	[illegible]

BEST COPY AVAILABLE

APPENDIX E

Participant's Evaluation Summary

Total Number of Evaluations = 398.

Note: NR= Not Responding.

Age Level

NR	0-17	18-24	25-35	36-45	46-55	55 & above
11	20	15	93	109	89	61

Income

NR	0-10,000	10,001-20,000	20,001-30,000	30,001-40,000	40,001-50,000	50,001 & above
91	41	42	75	62	42	45

Grades Completed

NR	K-9	Some HS	HS Grad	Some college or Tech	College Grad
25	17	12	80	121	143

How did you learn about this class?

Not Responding	19
Received Catalog in Newspaper	113
Received Catalog in Mail	58
Saw Newspaper Ad	52
Word of Mouth	86
Other	37

Combinations

Received Catalog in Newspaper and Mail	5
Received Catalog in Newspaper and Saw Newspaper Ad	3
Received Catalog in Newspaper and Word of Mouth	7
Received Catalog in Newspaper and Other	4
Received Catalog in Mail and Saw Newspaper Ad	1
Received Catalog in Mail and Other	2
Saw Newspaper Ad and Word of Mouth	5
Received Catalog in Newspaper, in Mail, and Saw Newspaper Ad	1
Received Catalog in Newspaper, in Mail, and Other	2
Received Catalog in Newspaper Saw Newspaper Ad and Word of Mouth	1
Saw Newspaper Ad, Word of Mouth and Other	1
Received Catalog in Mail, Word of Mouth and Other	1

This is my first time attending a Des Moines Adult Education Class

Yes	166
No	204
Not Responding	28

APPENDIX F

Computer Registration Exhibits

Registration Exhibit

Figure 3

Sample Computer Registration Record

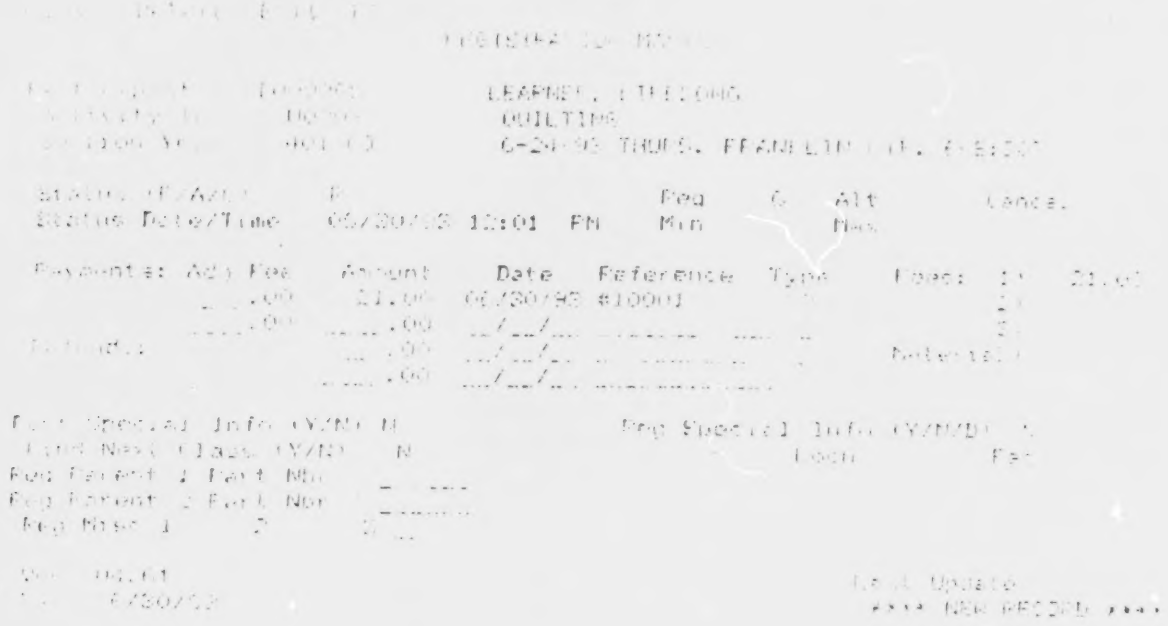


Figure 4

Sample Participant ID Card

Department of Community/Adult & Continuing Education
Des Moines Public Schools
(515) 242-7701

Participant ID Card

Name _____

Participant Number _____

Date Issued _____

Please keep this card with you at all times
You may be asked to furnish the Participant Number shown on the front of this card when registering for any Des Moines Public Schools Adult Education class

Judith A. Richardson

Director, Community/Adult & Continuing Education

BEST COPY AVAILABLE

Figure 6

Sample Instructor Hospitality Card

Hello!

I am _____,
an Instructor for Des Moines Public Schools Community/Adult Education, and we are using this shared space for a/an

_____

class in the evenings.

My daytime telephone number is _____
and the Community/Adult Education Coordinator I work with is

_____

and their telephone number is **242-7701**.

If you have any comments or would like to leave us a note, please feel free to do so on the other side of this card.

Best Regards!

Notes:

_____

_____

_____

_____

_____

_____

Power Learning on the Road

American Society for Training and Development,
and Department ofCommunity/Adult & Continuing Education, *Des Moines Public Schools*

Survey of Training Needs for Non-Profit organizations

ASTD and the DMPS, Adult Education would like to invite your organization to participate in **Power Learning on the Road**. The talents we have gives us gifts to share with your organization. For topics listed below, members of ASTD are willing to donate their skills and time to help your organization with it's training needs. Other topics will be covered by Adult Education instructors. For each training session offered there will be a minimal fee charged which is necessary only to cover basic costs. The fee is $30.00 per training session held, regardless of how many participants enroll. The guidelines are as follows: organizations must guarantee at least ten participants; they may invite members from another non-profit to join them to reach the required participant numbers. The sponsoring organization will provide a training location and necessary equipment , when requested by trainer (i.e. VCR, overhead or flip chart etc.).

NAME OF SPONSORING NON-PROFIT ORGANIZATION

_____

CONTACT PERSON _____ TITLE _____

TELEPHONE _____ DATE YOU WOULD LIKE TRAINING _____

Indicate your organization's training needs by selecting a total of five (5) topics from both lists below.
Please number your choices in preferential order, 1 being lowest preference and 5 being highest preference.

**Professional Development Topics

___ affirmative action
___ career planning
___ coaching/counseling
___ communications
___ computer instruction
___ conflict management
___ customer service
___ decision making/ problem solving
___ desktop publishing
___ gender issues
___ global issues
___ human relations
___ employment interviewing
___ legal issues
___ manager/supervisor development
___ media/graphics
___ organizational development
___ performance evaluation
___ presentation skills
___ quality improvement
___ safety training
___ sales
___ stress management
___ team building
___ time management
___ training techniques
___ writing skills
___ changing roles of men and women in the workplace
___ grant writing basics

**Requests for these topics can be made only once a year, for a maximum of two hours training.

Personal Development Topics

___ personal life planning
___ ergonomics
___ dining enquette skills
___ caring for older parents
___ dealing with difficult people
___ re-careering issues
___ résumés
___ interviewing skills for individuals
___ becoming an adult student
___ parenting (newborn)
___ parenting (toddlers)
___ parenting (elementary age)
___ communicating with adolescents
___ substance abuse prevention (for parents)
___ self esteem
___ Lowfat Lifestyle
___ Overfat & underexercised

Upon completion and return of this survey to **Power Learning on the Road**, Adult Education, 6401 College Ave. DM, IA 50311, you will be contacted in order to coordinate our offerings with your needs. All training which we offer is subject to the availability of trainers and should not be construed as a guarantee to such training. A waiver of fees is available only for limited circumstantial situations. CEUs available

BEST COPY AVAILABLE